

Preparing for the Program Compliance Review On-Site Visit

The assigned Monitoring Consultant will contact the EC Director/Coordinator to schedule the monitoring visit. Then, approximately four to six weeks prior to the visit, a letter from DPI will be mailed to the Superintendent/Charter School Administrator (:cc to EC Director/Coordinator) to formally announce the monitoring visit.

Two-three weeks prior to the visit, the EC Director/Coordinator will receive:

- the *Student Monitoring Sample* (a list of the selected students' names);
- the *Indicator 13: Secondary Transition Student Sample* (a list of the selected students' names);
- the list of school sites to be visited.

On-Site Visit “To Do” List

- Reserve a room with ample workspace, internet access and privacy for the monitoring team. This area is needed for the duration of the visit for the file review. In addition, a room at each school will be needed for interviews.
- Schedule one EC staff member, familiar with student records and compliance, to be available to the monitoring team during the visit. This person does not need to stop their daily schedule.
- Complete the *Licensure Summary Tool* to record the licensure information for the sample of EC Staff identified for the selected school sites.
- Collect the EC files for each student in the *Student Monitoring Sample* and *Indicator 13: Secondary Transition Student Sample* and secure them in the reserved room for file review.

For each selected school site, gather the:

- overall school/bell schedule including start and end times;
- school map with special education classrooms highlighted;
- school calendar showing beginning and ending of each grading period;
- staff roster with all EC staff identified/highlighted;
- schedules for each student in the *Student Monitoring Sample* highlighting all EC service times and EC teachers/service providers;
- schedules for all related service providers; and
- related service delivery logs for each student in the *Student Monitoring Sample* organized by Student PowerSchool ID number.

For each student listed in the *Student Monitoring Sample*, gather the following data for the last completed grading period:

- attendance;
- discipline log (to include individual days of OSS);
- report for the last State Mandated Assessment in which the student participated; and
- grade report.

*These data compile the *Student Profile*. The *Student Profile Tool* may be used to record the data. Please use the Student ID from PowerSchool.

Monitoring Resources

CANVAS Presentation
Report Template
Find My Monitor

Interview Tool
Student Outcomes Tool
Licensure Summary Tool

File Review Protocol